

Addendum to Employee Application Forms for Corporate Products – Mandatory Requirements for Employee Applications

As part of the approval process for your American Express® Corporate Card (“Card”), American Express (Thai) Co., Ltd. is required to perform the identification and verification of all Card applicants in accordance with the latest Anti-Money Laundering Office Announcement regarding guidelines for identification and proof of identity for customers and ultimate beneficial owners

This is an Addendum to the Employee Application forms for Corporate products. The table below will replace the section titled ‘Please Enclose These Documents’ in the existing Employee Application Forms.

Please provide us with all the documents that are listed below, together with your application.

I. Sole Liability and Joint & Several Liability

Products	Liability Type	PLEASE ENCLOSE THESE DOCUMENTS
1. Corporate Purchasing Card	Sole Liability	1. Certified copy of ID card (both front and back for Thai) or Passport (non - Thai) 2. Certified copy of Work Permit (non – Thai) 3. Certified copy of House Registration (Thai) 4. Certified copy of the current address proof document issued within 3 months (Thai and non-Thai) e.g. Utility Bills, Lease Agreement, Driving License, ID card, House Registration 5. *A full-face view photograph of yourself directly facing the camera with your ID document (the page that contains the ID photo) 6. *Photograph of your ID card (Thai) or Passport (non-Thai), which shows the ID photo <u>*Important instructions related to the submission of your photograph</u> Your photographs are a vital part of the identification and verification process. Please review the information below on how to provide suitable photographs to avoid any delays. Your photographs must contain: - ID Document: Please ensure that the photograph captures the entire ID card/ Passport (the page with ID photo and details must be shown clearly) - Your photograph with your ID document: Please face the camera directly with a neutral facial expression and both eyes open in the photograph. -Please hold your ID document (showing the ID photo) in one hand next to and without covering your face. -Please ensure that the photo on ID document is clear and the details on ID document can be read.
2. Corporate Meeting Card	Sole Liability	
3. Gold Corporate Card	Sole Liability	
4. Corporate Card	Sole Liability	
5. Gold Corporate Card	Joint and Several Liability	
6. Corporate Card	Joint and Several Liability	

		<p>General Instructions related to the completion of the Employee Application form:</p> <ul style="list-style-type: none"> - Please complete personal information in the boxes provided. - Please do not use liquid paper or other erasable methods to erase any incorrect information on the application. Please cancel the portion of the information that is incorrect and sign against the cancellation. The correct information should then be provided next to the cancelled portion of the information. - Do not make any correction to the printed statement or correct any contents under any circumstances. - The signature on every document must be the same as the signature on the application form. <p>*New requirements are effective as of September 25, 2021</p>
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II. Individual Liability and Limited Liability

Products	Liability Type	PLEASE ENCLOSE THESE DOCUMENTS
1. Gold Corporate Card	Individual Liability	1. Certified copy of ID card (both front and back for Thai) or Passport (non-Thai)
2. Corporate Card	Individual Liability	2. Certified copy of Work Permit (non-Thai)
3. Gold Corporate Card	Limited Liability	3. Certified copy of House Registration (Thai)
4. Corporate Card	Limited Liability	<p>4. Certified copy of the current address proof document issued within 3 months (Thai and non-Thai) e.g. Utility Bills, Lease agreement, Driving License, ID card, House Registration</p> <p>5. Certified Latest Payslip or Confirmation letter from your employer stating your present position, period of employment and salary</p> <p>6. *A full-face view photograph of yourself directly facing the camera with your ID document (the page that contains the ID photo)</p> <p>7. *Photograph of your ID card (Thai) or Passport (non-Thai), which shows the ID photo</p> <p><u>*Important instructions related to the submission of your photograph</u></p> <p>Your photographs are a vital part of the identification and verification process. Please review the information below on how to provide suitable photographs to avoid any delays. Your photographs must contain:</p> <ul style="list-style-type: none"> - ID Document: Please ensure that the photograph captures the entire ID card/ Passport (the page with ID photo and details must be shown clearly)

	<ul style="list-style-type: none"> - Your photograph with your ID document: Please face the camera directly with a neutral facial expression and both eyes open in the photograph. - Please hold your ID document (shows ID photo) in one hand next to and without covering your face. - Please make sure the photo on ID document is clear and the details on ID document can be read. <p>General Instructions related to the completion of the Employee Application form:</p> <ul style="list-style-type: none"> - Please complete personal information in the boxes provided. - Please do not use liquid paper or other erasable methods to erase any incorrect information on the application. Please cancel the portion of the information that is incorrect and sign against the cancellation. The correct information should then be provided next to the cancelled portion of the information. - Do not make any correction to the printed statement or correct any contents under any circumstances. - The signature on every document must be the same as the signature on the application form. <p>*New requirements are effective as of September 25, 2021</p>
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Thank you for your continuous support in using American Express® Corporate Cards.